Family or Individual's Last Name:

Updated: 4/6/10

SUMMER 2010 ADVANCED FIGURE SKATING PROGRAM

					Α	В	C	D	E	F	
Last Name	First Name	Date of Birtl Adults, too (month/day/ye	!	Gender (circle)	# of 60-Min. Classes	Cost/ 60-Min. Class	Total Cost of 60-Min. Classes (A*B)	# of 45-Min. Classes	Cost/ 45-Min. Class	Total Cost of 45-Min. Classes (D*E)	FEES (total of C & F)
		/ /		M F							
		/ /		M F							
		/ /		M F							
		/ /		M F							
		/ /		M F							
		/ /		M F							
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Address:			
City:		ST: Zip	Code:
Area (circle one):	Resident (of Davidson Co.)	Non-Resident (of Davidson Co.)	
Cell Phone:		Email:	

Employee Instructions:

- 1. Have customer complete this form. Be sure the math is done so that you know the total fee to charge.
- 2. Search with the first four letters of the last name, only. If you cannot find the customer, ask if they are already in the system. If the customer says they are in the system and you still cannot find them, then try searching on the first name. If that fails, try searching with the telephone number or email address. If found, click Maintain Family under the Account menu and edit the account information and add missing information. If not found, only then enter a new family, when prompted.
- 3. List the main contact on the first line and/or make sure that the correct main contact is shown in the Main Contact box.
- 4. Click the Close button (at the bottom right of the screen).
- 5. In the drop-down box at the top of the Program Registration screen, using the down arrow on the right side of the box, select the skater you are going to register first.
- 6. Select the session in which you are registering, which will be the 2010 Summer Session.
- 7. Then choose Super Summer Figure Package.
- 8. Back on the Program Registration screen, select the correct fee depending on the customers residency and whether the skater has a One-Year Sportsplex Membership.
- 9. In the Price field (little white box) in the Course Fee column, you may need to manually change the amount to the *TOTAL FEE amount shown on this page in the grid above.
- 10. If you are registering more than one family member or course, then click the Adjustments button. Click on the right side of the first cell. Choose the Skate Multi/Family Registration adjustment. Then click the OK button.
- 11. Back on the Program Registration screen, click the Register button.
- 12. If you are registering one skater, take payment. If you are registering more than one skater, do not take payment. Instead, register the additional skaters or the same skater for another course. Be sure to click the Adjustments button before registering each. When you have finished all registrations, then take payment.